

POSITION DESCRIPTION

Membership Manager

Title: Membership Manager

Company: Annual Giving Network

Location: Medfield, MA (some flexible/remote work may be considered - full or part-time)

The Membership Manager plays a key role in supporting AGN's member acquisition and retention efforts. The ideal candidate will be organized, goal-driven, service-minded, data-centric, and detail-oriented. Experience in sales, marketing and/or customer service are desirable for this role.

RESPONSIBILITIES

- Developing and executing strategies to support membership sales and stewardship.
- Conducting proactive outreach to engage members through various programs.
- Monitoring and responding to inquiries and orders from current and prospective members.
- Coordinating email and social media campaigns to acquire and retain members.
- Developing written and video content for newsletters, websites and social media channels.
- Using various databases to conduct research, generate lists and reports, and update records.
- Providing logistical and technical support during programs, events, and other activities.
- Other duties as assigned.

QUALIFICATIONS

Bachelor's degree required. Experience in educational fundraising is desirable. Must be organized and detail-oriented with strong communication and technical skills, a sense of humor, and a willingness to be flexible and patient in the context of a small and growing business. Working knowledge of Google Workspace, MS Office (including PowerPoint), Zoom, Adobe Creative Cloud, Canva, iMovie, Elevate, Blackboard, WordPress, Salesforce, Pardot, SurveyMonkey, or comparable platforms is desirable. Must be able to travel occasionally and work occasional evenings and weekends as needed.

ABOUT AGN

As the world's leading resource for annual giving programs, AGN helps educational institutions develop sustainable sources of philanthropic support. We're proud to have served thousands of colleges, universities, and independent schools through our research, training, and consulting services, and through our membership program, which provides ongoing access to professional development. Learn more at

AnnualGivingNetwork.com

[Click here to apply for this position](#)